Issues Instructions for the compilation of Annual Census of the Government employees as on the 31st March 1964.

REFERENCE—

Official Memorandum No. GAD 68-1) 58 SRR 59, dated 31st March 1959 issuing consolidated instructions for the compilation of the annual Census of Government appointments and employees as on 31st March 1959.

2. Official Memorandum No. GAD 12 SLR 63, dated 20th February 1963, issuing standing instructions in this behalf.

OFFICIAL MEMORANDUM

No. GAD 12 PLX 61, DATED BANGALORE, 26th FEBRUARY 1964
(PHALGUNA 7, SAKA ERA 1885).

Attention of the Heads of Departments and the District or Divisional Level Officers is invited to the Official Memorandum, dated 20th February 1963 referred to above. It is proposed to conduct as usual the Census of the Government Employees as on 31st March 1964. Therefore the Heads of Departments and the Divisional or District Level Officers are requested to take necessary action to furnish the information in respect of their offices and from their subordinate offices in the prescribed *pro formae* to the Director of Statistics in Mysore, Bangalore on or before 10th May 1964.

2. A copy each of the detailed instruction for filling in the forms and the amended forms I and II are appended herewith. The general instructions contained in the Official Memorandum cited should also be borne in mind while preparing the statement.

3. The following further instructions are issued for the compilation of the Annual Census as on the 31st March 1964:—

(i) The form in which the information has to be furnished and the procedure to forward it are more or less the same as those of last year except a few changes in the forms prescribed.

(ii) There are slight modifications in the forms as indicated in the specimen form mentioned below *viz.*, with regard to the number of officials belonging to Scheduled Castes and Scheduled Tribes as on 31st March 1964, in Part A and B of Form II. In Form I in Column No. 18 the word 'Caste' is excluded in the said Column.

(iii) Copy of the detailed instructions for the compilation of statements in Form No. I and II is mentioned below to this order as an Annexure. It should be strictly followed by the Heads of Departments and the District or Divisional Level Officers and care should be taken for to see that no column is left unfilled.

(iv) The Gazetted Officers should not send particulars of their service direct to the Director of Statistics as they are to be included in Form No. II.

(v) The statements in Form No. I and II from the subordinate Offices should reach the District Officers o the concerned by the 2 th April 1964 at the latest. In the pay bill for the month of April 1964 encashable on the 1st May 1964 every disbursing officer should record a certificate as follows:—

"I have forwarded the statements in Form No. I and II on the Census of Government employees as on 31st March 1964 relating to my office, including myself required under Official Memorandum No. ..... dated..... .... to..... ....on..... ....."

(vi) All the District Officers or the Divisional Level Officers (if the District Office is not existing) should send the returns received from the subordinate Officers together with the one relating to their own office to the Director of Statistics on or before the 10th May 1964 and in the pay bill for the month of May 1964 encashable on the 1st June 1964, every District or Divisional Level Officers is concerned should record a certificate as follows:—

"I have forwarded the statements in Form No. I and II on the Census of the Government Employees as on the 31st March 1964, relating to all the Subordinate offices and my office including myself as required under Official Memorandum No..... .....dated..... to the Director of Statistics, Bangalore, on..... ....."

(vii) In the case of Heads of Offices each Disbursing Officer of each Department should prepare the statement for all the staff working in the office including all the Gazetted Officers and forward the same to the Director of Statistics on or before the 10th May 1964 as instructed above. In the case of the Mysore Government Secretariat employees, the General Administration Department (Services and Administration) will prepare such statements for all the Non-Gazetted as well as the Gazetted Officers separately in two parts as follows:—

(1) General Administration Department (Services-B) in respect of Secretariat Gazetted Officers and Superintendents.

(2) General Administration Department (Administration-A) in respect of the Assistants and Junior Assistants.

(3) General Administration Department (Administration-B) in respect of all other non-Gazetted employees in the Secretariat excluding the Class IV employees.

(4) General Administration Department (Administration-C) in respect of all Class IV employees of the Secretariat.

The several sections as indicated above of the General Administration Department will prepare the statements and forward them on to the Director of Statistics on or before the 10th May 1964. In the pay bill for the month of May 1964 encashable on 1st June 1964 the disbursing Officer or the Under Secretaries concerned should certify as follows:—

"I have forwarded the statements in Form No. I and II on the Census of the Government Employees as on the 31st March 1964, relating to Secretariat as required under Official Memorandum No..... dated.....to the Director of Statistics on....."

(viii) Instructions are being separately issued by the Finance Department to the Treasuries not to pass the pay bill in the absence of such certificates.

(ix) The Director of Statistics will take separate action to compile the Annual Census of all the Employees in Government undertakings Statutory Corporation and Bodies.

(x) The Director of Printing and Stationery is requested to get printed the required number of copies of Forms I and II and of the instructions mentioned herewith immediately and distribute the same to the various Departments on indent according to their requirements, in consultation with the Director of Statistics. The approximate number of the forms to be printed will be as follows:—

(1) Form No. I	...	...	60,000
(2) Form No. II	...	...	10,000
(3) Copies of instructions	...	...	10,000

(xi) If any Heads of Departments require more number of copies of Forms, they should obtain them from the Director of Printing and Stationery and the latter should stock extra copies for meeting the demands.

(xii) All the Heads of Departments should send immediately a complete list of all the subordinate Offices with the names of the concerned disbursing officers (or Officer-in-charge), (2) District Officers, (3) Divisional Officers, (4) Officers in-charge of independent establishments at the State Headquarters, which do not come under the jurisdiction of the District Officers, and (5) Name and designation of the officer responsible to send the returns in respect of their own Head Offices at the State Headquarters in the following form to the Director of Statistics to enable him to watch the receipt of returns. This list should relate to the positions as on 31st March 1964 and the list should be sent to Director of Statistics not later than 30th April 1964.

LIST OF OFFICES IN THE DEPARTMENT OF.....

(as on 31st March 1964)

Category of Offices.	Name and postal address of the Office.	Officer-in-charge and his designation	Name of the disbursing officer.	Designation of the disbursing Officer.	Remarks
1	2	3	4	5	6
A. Officer responsible at the Headquarters to send the returns in respect of the Office of the Head of the Department.					
B. Offices at State Headquarters which do not come under the jurisdiction of the District officer concerned.					
1.					
2.					
3.					
4.					
C. Divisional Offices.					
1.					
2.					
3.					
4.					
D. District Level Offices.					
1.					
2.					
3.					
4.					
etc.					
E. Disbursing Offices below the District Level Officers (for each district separately).					
1.					
2.					
3.					
4.					
etc.					

(xiii) The Heads of Departments are requested to furnish certificates to this office of the fact of having furnished the statements to the Director of Statistics so that the compilation may be carefully watched.

B. PURUSHOTHAM,
Under Secy. to Govt. G. A. D. (Political).

ANNEXURE.

Instructions for the preparation of the statements (in Form I and Form II) relating to the Census of Government Employees as on 31st March 1964.

1. General.

(i) Each Office should furnish the information relating to the Census of Government employees as on 31st March 1964 in two forms, namely, Form I and Form II. In Form I, the particulars relating to all REGULAR EMPLOYEES (Both part time and full time) working in the office on 31st March 1964 (those who on leave of all kinds or under suspension as on 31st March 1964 and substitutes are also to be included, but those in foreign service are to be excluded). The information in respect of vacant posts should also be furnished only against Columns 1 to 8 writing the word 'Vacant' in Column 2. The statement in form I should be prepared in two parts, one for Gazetted Employees (including those on leave or under suspension) and vacant Gazetted Posts and another for Non-Gazetted Employees (including those on leave or under suspension) and vacant Non-Gazetted posts.

(ii) In Part 'A' of Form II, relating to regular Establishment, the total sanctioned strength of posts as on 31st March 1964 should be given under the break-up of permanent and temporary posts with further break up according to Class of post, namely, Class I or Class II, etc. Against item 2, the number of posts actually filled as on 31st March 1964 should be given with the same classification as above. Similarly of the total sanctioned posts, the number of posts substantively vacant on 31st March 1964 should be given under item 3. Against item 4 should be given the number of officials, Class I or Class II or III or IV as the case may be, who are either on leave (other than casual leave) or under suspension as on 31st March 1964. Against item 5 should be given the number of officials working against either leave or suspension vacancies *i.e.* subtitutes) under different classes of appointment, namely Class I or II, etc.

(iii) The particulars in part 'A' relate to regular establishments only. If there are no substitutes working in the office on 31 March 1964 then the number of employees and vacant posts shown in Form I should be respectively equal to those shown against items 2 and 3 of Part 'A' of Form II. This is true in case of each category of posts, namely Classes I, II, III and IV. Similarly when there are some substitutes, then the total number of employees shown in Form I should be equal to the sum of the figures against items 2 and 5. This is true in case of each category of post.

(iv) In Part 'B' of form II, the number of employees paid out of contingency and work charged personnel as on 31st March 1964 have to be indicated; Males and Females separately with a further break-up into communities namely, Scheduled Castes, Scheduled Tribes and other classes (all put together). This does not have a counterpart in Form I. No further details relating to these employees are required.

(v) In Part 'C' of the Form, the particulars of vacancies occurred during the year ending 31st March 1964 should be given. Total number of vacancies that have occurred during the year, total number of vacancies notified to employment exchange for applicants and total number of vacancies filled in through employment exchange and other source should be given against items 1, 2 and 3 respectively. Against item 4 should be given the number of vacancies that were not filled in due to shortage of suitable applicants.

(vi) To start with, the name of the department, the name of office, and its particulars of location should be clearly and neatly written in the space provided in Form I and Form II. Each page of Form I should be serially numbered and the location particulars written on each page. There will be only one page of Form II.

(vii) All entries should be made in ink only. The statement should be prepared in printed forms only.

2. Form 1.

(i) Column 1.—The employees should be serially numbered and vacant posts should be numbered separately.

(ii) Column 2.—The name of each official who is working in the office as on 31st March 1964 including those who are on leave or under suspension and also substitutes should be written one below the other serially. The particulars of the post held by the official should be given under Columns 3 to 8 and the particulars relating to the employee against Columns 9 to 21.

In the case of a vacant post, write the word "vacant" under Column 2. All vacant posts should be written after the particulars of all the employees are filled in. The particulars of vacant posts should be given under columns 3 to 8 and the rest are to be left blank.

In case of a post held on an EX-OFFICIO basis the word "EX-OFFICIO" should be written in Column 2. The particulars of such a post should be furnished under Columns 3 to 8 and the rest of the columns should be left blank.

(iii) Column 3.—Designation of post, self-explanatory.

(iv) Column 4.—Write full-time or part-time according as its incumbent is appointed full-time or on a part-time basis.

(v) Column 5.—Class of appointment: Write Class I or Class II or Class III or Class IV as the case may be.

(vi) Column 6.—Write 'Permanent' or 'Temporary' according as the post is permanent or temporary (as per the definitions of M. C. S. Rs.)

(vii) Column 7.—Nature of work of posts: For Class IV post the word Class IV' should be written. And for the rest write "MN" for Ministerial or "AE" for Administrative-*cum*-Executive or "TL" for Technical as the case may be as per the following classifications :—

(a) *Administrative-cum-Executive.*—All non-technical and non-Ministerial officers, Secretaries to Government, etc., Deputy Commissioners, Assistant Commissioners, Directors and Deputy and Assistant Directors (of non-technical Departments), Manager, Superintendents, Deputy Superintendents, all kinds of Inspectors, Sub-Inspectors, Accounts Officers, Assistant Accounts Officers, Land Acquisition Officers, Establishment Officers, Electrical Inspectors, Stock Verifiers, Tariff Officers, Officer on Special Duty, Superintendents, Sub-Registrars, Financial Advisers, Supervisors, Sanitary Supervisors, Labour Welfare Officers, Assistant Commissioners of Labour, Commercial Tax and Assistant Commercial Tax Officers, Revenue Inspectors and Tahsildars and Deputy Tahsildars, Treasury and Sub-Treasury Officers and other posts of similar nature.

(b) Technical (Professional and related work).—Architects, Engineers, Surveyors, Overseers, Chemists, Physicists and other Physical Scientists, Biologists, Veterinarians, Agronomists, Animal Scientists, Veterinary Surgeons, Surgeons, Physicians, all Specialists, Doctors, Nurses, Midwife, Health Visitors, Nursing Attendants, Vaccinators, Physio-therapists, Opticians, Medical and Health Technicians, Laboratory Assistants, Principals, Professors, Teachers and Lecturers, Judges, Magistrates, Legal Practitioners and Advisers, Law Assistants, Jurists Economists, Statisticians, Auditors, Historians, Interpreters, Language Specialists, Painters, Decorators, Artists, Modellers, Actors, Musicians, Writers, Translators, Draughtsmen, Tracers, Librarians, Dispensers, Compounders, Public Prosecutors, Research Assistants, Analysts, Demonstrators Foremen, Cable Jointer, Technical Staff of the Printing Press, Editors and Journalists and Editors and other posts of similar nature.

(c) Ministerial Assistants I and II Division Clerks, Accounts Clerks, Stenographers, Steno typists, Cashiers, Store- keepers and Typists.

(viii) Column 8.—Write 'I' or 'II' or 'III' according as the post sanctioned is under a scheme of the I or II or III Five-Year Plan. If the post is not sanctioned under a scheme of any of the above three plans write 'No'.

(ix) Cloumn 9—nature of Employment of the Employee; Write the word 'PM' for 'Permanent' or 'TE' for Temporary or 'LO' for Local Candidate according as the employee is a permanent or temporary employee or a local candidate. A permanent employee is one who holds lien on any permanent post under Mysore Government. He may not be permanent on his present post, namely, that in Column 2. A temporary employee is one who does not hold a lien on any permanent post and who is not a local candidate. But a local candidate is purely a temporary employee appointed through Employment Exchange or locally and not regularly recruited as per rules of recruitment through Public Service Commission or the appropriate Recruitment Committee.

(x) Column 10.—Mode of Employment: Write how the present incumbent holds the post. —

(a) by promotion;

(b) by direct recruitment through Public Service Commission, or appropriate Recruitment Committee;

(c) by direct recruitment through Employment Exchange.

(xi) Column 11.—Date of entry into Service: Self-Explanatory.

(xii) Column 12.—Basic Pay: Basic Pay (in rupees) as on 31st March 1964 should be furnished.

(xiii) Column 13.—Total Emoluments: Includes basic pay and all allowances as on 31st March 1964 excluding F. T. A. and Conveyance Allowance.

(xiv) Column 14.—Sex of Employee: Write 'M' for Male and 'F' for Female Employees.

(xv) Column 15.—Age in completed years: (Last birthday) as on 31st March 1964 should be furnished for instance if an employee is 28 years and 11 months old on 31st March 1964 this age should be given as 28 years, ignoring all fractions of a year.

(xvi) Column 16.—Write here the District of Birth of the employee concerned in case the District belongs to the present Mysore State. In other cases, the name of State in which the employee was born should be mentioned.

(xvii) Column 17.—Religion: Write any of the following that is applicable (1) Hindu, (2) Muslim, (3) Christian, (4) Jain, (5) Buddhist, (6) Others (specify)

(xviii) Column 18.—Verify with the list of Scheduled Castes and Scheduled Tribes and after finding the caste furnished by the official in the list write Scheduled Caste or Scheduled Tribe; otherwise not.

(xix) Column 19.—Mother Tongue: Self-Explanatory.

(xx) Column 20.—Qualification of the Employee: Degree or certificate obtained or standard up to which studied should be mentioned.

(xxi) Column 21.—If the employee knows speaking, reading and writing (all the three) Kannada, write 'YES'; if not write 'NO'.

(xxii) Column 22.—If the employee knows speaking, reading and writing (all the three) Hindi, Write 'YES'; if not write 'NO'.

3. Form II.

To begin with the particulars relating to the name of the Department, Office, Location of Office should be invariably filled.

PART 'A'.

(1) Against item (i) write down the number of permanent posts sanctioned (for the office) as on 31st March 1961 under different categories of posts, namely, Classes I, II, III and IV.

A permanent post is one which is sanctioned for an unlimited time. Against item (1) (ii) corresponding figures for temporary posts should be written. A temporary post is one which is sanctioned for a limited period of time.

(ii) Items 2 and 3 have a corresponding meaning as in I

(iii) Against item 4, write down the number of officials who are either on leave (other than casual leave) or under suspension as on 31st March 1961 under the various categories, namely, Class I, II Officer, etc.

(iv) Against item 5, write down the Number of Classes I,II, III and IV Officers who are working against leave or suspension vacancies as on 31st March 1964.

(v) Please see para (iii) under General Instructions. This should be borne in mind in filling this part.

PART 'B'.

(vi) Please see para (iv) under General Instructions.

(vii) Communities which are recognised as belonging to Scheduled Castes or Scheduled Tribes by Government for purposes of appointment under Government should only be considered as belonging to Scheduled Caste or Scheduled Tribe, as the case may be.

PART 'C'.

(viii) Please see para (v) under General Instructions.

(ix) All the vacancies occurred during the year ending 31st March 1964 should be accounted in this section.